

Subject: Re: Reminder for 2017 Annual Planning Report — Westchester Town Center Property Property-based District

From: Clerk NBIDs <Clerk.NBIDS@lacity.org>

Date: 12/13/2016 02:27 PM

To: duckworth.donald@gmail.com

CC: Rita.Moreno@lacity.org

To: duckworth.donald@gmail.com,



This letter serves as a reminder that the 2017 fiscal year Annual Planning Report is requested by **December 1, 2016**. This report is a requirement of your contract with the City of Los Angeles and is also a requirement of the Property and Business Improvement District Law of 1994, California Streets and Highways Code Section 36650.

For your convenience, a web-base BIDs portal is now available for you to provide appropriate information as approved by your Board for 2017 including:

- 1) proposed changes to the boundaries and/or benefit zones
- 2) proposed improvements and activities
- 3) estimated cost of the programs and services
- 4) method and basis of levying the assessments
- 5) amount of surplus revenues from previous BID years and its planned expenditure
- 6) amount of anticipated contributions
- 7) approval date of the 2017 budget/report by the Board

Please note that the 2017 Annual Planning Report must be approved by City Council pursuant to State Law. If the 2017 Annual Planning Report requires revisions to meet State Law requirements and those revisions are not received in a timely manner, pending disbursements of District revenues may be withheld for non-compliance.

Go To BIDs Portal

If you have any questions regarding your 2017 Annual Planning Report, please contact your assigned B.I.D. analyst, Rita Moreno, Rita.Moreno@lacity.org.

Sincerely,

Miranda Paster, Division Manager
Neighborhood and Business Improvement District Division
Office of the City Clerk